

## WHAT'S NEW?



**IREMS 1.6.3.7**

### Overview

This document provides information on the issues included in **iREMS** release **1.6.3.7**.

The **What's New** addresses new issues identified by users or the iREMS development team. These items may include functionality or feature changes. There are also explanations for modifications or improvements instituted to maintain system performance.

The **Policy/Regulations** section addresses any business rule highlights, announcements, or changes that are necessary to maintain accurate property portfolios.

# ASSET MANAGEMENT

## Occupancy

### ➤ Housing for Disabled Survey List

The active indicator now accurately reflects the status of a *Housing for Disabled Survey* after it's been updated due to an update in the database sync from Oracle to Sybase.

Asset Management	Subsidy Administration	Asset Disposition	Reports	iREMS		
Property ID: 800002608 Name: ADLAI E. STEVENSON HOUSE				Search Property ID		
Contract/FHA#: 121SH059 Active Status: Y Watch List: N Troubled Status: Not Troubled DEC Status: Closed				Settings		
Portfolio Dashboard	Type and Occupancy	Units and Eligibility	Housing for Disabled Survey List	Current Reviewer/ Cover Sheet	Section I Occupancy	Section II Program Accessible Units
DEC Referrals				Section III Program Accessibility	Final Submission	
DEC Report & Narratives	Housing For Disabled Survey List			Add New Survey		
Financial Statements						
Financing						
Management Reviews						
Occupancy						
Physical Inspections						
Property Attributes						
Property Participants						
Risk Management						

Survey - Date Signed	Survey Fiscal Year	Completion Status	Active Indicator	Updated By	Last Update Date
12/07/2010	2011	Y	Y	DANIEL FAGAN	01/19/2011 12:31:18 PM
12/08/2009	2010	Y	N	ROBERT TORRES	01/19/2011 12:31:18 PM
12/24/2008	2009	Y	N	ROBERT TORRES	01/28/2010 11:08:59 AM
01/14/2008	2008	Y	N	ROBERT TORRES	01/29/2008 11:31:54 AM
01/08/2007	2007	Y	N	ROBERT TORRES	01/11/2007 10:52:41 AM

## Physical Inspections

### ➤ Physical Inspection/EH&S Items

iREMS now is changing the EH&S flag to “N” if the PASS system pulls the EH&S and the record no longer exists in the EH&S table. The EH&S indicator is now reflected online and in the management plan goal reports accurately.

Portfolio Dashboard	Physical Inspection List	Physical Inspection Detail	Inspection Report	On-Site Visit List	On-Site Visit Detail
DEC Referrals	Physical Inspection List				
DEC Report & Narratives	Save Reset				
Financial Statements	Physical Inspection/EH&S Items				
Financing					
Management Reviews					
Occupancy					
Physical Inspections					
Property Attributes					
Property Participants					
Risk Management					
Servicing					
Summary					

	Inspection Number	Inspection Date	EH&S Items?	Released Date	Score
1	324436	06/27/2009	N	06/03/2009	94, b
2	219410	12/28/2007	Y	01/10/2008	61, c
3	150601	12/01/2004	Y	12/09/2004	94, c*
4	118388	12/18/2001	Y	01/11/2002	97, c
5	61362	09/10/1999	Y	09/23/1999	89, c

## Physical Inspection

- Physical Inspection List
- Physical Inspection Detail

The **Physical Inspection\EH&S Detail** screen displays the **Physical Inspection\EH&S Event Tracking** section. When the user adds and saves a new EH&S Event Tracking Detail they also add the *Responsible Person/Role*. When the user goes back into the record, the new responsible person and role appears in the **Physical Inspection\EH&S Event Tracking** section.

Physical Inspection\EH&S Detail

Inspection Number: 357949  
Inspection Date: 05/04/2011  
Released Date: 05/11/2011  
Performance Score: 76 c\*

**EH&S Items**

Building	Unit Number	Inspected Area	Inspected Item	Defect Type Name	Location	Description
2	0.00000000	HS	Electrical Hazards	Exposed Wires/Open Panels**	outsid	
3	0.00000000	DU	Smoke Detector	Missing/Inoperable**	hallwa	
3	0.00000000	DU	Outlets/Switches	Missing	bedroo	
5	0.00000000	DU	Hot Water Heater	Misaligned Chimney/Ventilation System	hall	

**Physical Inspection\EH&S Event Tracking**

Date	Physical Inspection\EH&S Event	Responsible Person/Role
05/05/2011	Owner Confirmed that EH&S Deficiencies have been Mitigated	MICHELLE SHAFFER / CA
05/05/2011	Owner Notified of Outstanding EH&S Deficiencies	MICHELLE SHAFFER / CA

Comments:

Physical Inspection\EH&S Detail screen

Physical Inspection\EH&S Event Tracking Detail

Inspection Number: 357949  
Physical Inspection\EH&S Event Date: 05/05/2011  
Physical Inspection\EH&S Event: Owner Confirmed that EH&S Deficiencies have been Mitigated  
Responsible Person/Role: MICHELLE SHAFFER - Role: CA

Comments:

Physical Inspection\EH&S Event Tracking Detail

## Property Attributes

### ➤ Servicing Site

The HUB and Servicing site, formally called “*OIHCF*” (*Office of Insured Health Care Facilities*) have been changed to “*OHP*” (*Office of Healthcare Programs*). Within the iREMS servicing\_site\_reference table (and all throughout iREMS) any reference to “*OIHCF*” has been changed to “*OHP*”. Users will now see the updated name of “*OHP*” throughout the iREMS application, including the reports drop down selection boxes.

The screenshot displays the 'Property Attributes' form in the iREMS application. The form is divided into several sections: 'Property Information', 'Primary Address', and 'Servicing Site'. The 'Property Information' section includes fields for Property ID (800001169), Name (CAPITOL MANOR), Contract/FHA# (12144066), Active Status (Y), Watch List (N), and Troubleshooting (N). The 'Primary Address' section includes fields for Street, Street2, City, U.S. State or Territory, Foreign State or Territory, Country, U.S. Zip Code, Foreign Postal Code, Standardization Status, Scattered Sites, Servicing Site, and HUB. The 'Servicing Site' dropdown menu is open, showing a list of cities including Louisville, Manchester, Miami, Milwaukee, Minneapolis, Nashville, New Orleans, New York, Newark, Oklahoma City, Omaha, Orlando, Philadelphia, Phoenix, Pittsburgh, Portland, Providence, Richmond, Sacramento, San Antonio, San Diego, San Francisco, Seattle, Shreveport, Spokane, St. Louis, Tampa, Tulsa, Washington, DC, and San Francisco. A red arrow points to the 'OHP' option in the dropdown menu.

Property ID:	800001169	Name:	CAPITOL MANOR	Contract/FHA#:	12144066	Active Status:	Y	Watch List:	N	Troubleshooting:	N	Status:	NONE
<b>Property Name</b>													
Current Name: <b>OHP</b>													
AKA Name(s):													
Property Phone Number:													
<b>Primary Address</b>													
Street:													
Street2:													
City:													
U.S. State or Territory:													
Foreign State or Territory:													
Country:													
U.S. Zip Code:													
Foreign Postal Code:													
Standardization Status:													
Scattered Sites:													
Servicing Site:													
HUB:													

## Subsidy Administration

### Contract Processing

#### ➤ Function Contract Selection

When two contracts are combined the Contract(s) and/or Stage(s) list will include the surviving contract number listed once and also display the non-surviving contract number.

Property ID: 800234287 Name: SILVER OAKS APARTMENTS  
Contract/FHA#: FL29M000062 Active Status: Y Watch List: N Troubled Status: Not Troubled DEC Status: NONE Search: FHA #

Portfolio Dashboard Assistance Contracts Contract Processing Contract Processing Studies Renewal Budgets Secure Systems Logout

Assistance Contract List Assistance Contract Status Assistance Contract Detail Current Contract Administrator Contact Contract Administrator History

**Assistance Contract List**

Contract #	Current Contract Status	TRACS Contract Status	Program	Exp Date	Staged	Contract Authority	Budget Authority
FL29L000198	Terminated - Inactive	Terminated	LMSA	09/30/2010	N	1212065.00	7153771.00
FL29M000062	Active - Active	Active	LMSA	09/30/2030	N	3285000.00	17009245.00

First Contract or Stage Expiration Date Pursuant to MAHRA:

Does Owner Participate in LIHPRA/ELIHPA? ☐ Yes ☐ No ☒ Unconfirmed

Discuss Preservation:

Owner/Field Offices Contacts Narrative: Assistance Contracts

Summary Narrative: Assistance Contracts

Contract Administrator Narrative: Assistance Contracts

#### Assistance Contract List

Property ID: 800234287 Name: SILVER OAKS APARTMENTS  
Contract/FHA#: FL29M000062 Active Status: Y Watch List: N Troubled Status: Not Troubled DEC Status: NONE Search: FHA #

Portfolio Dashboard Assistance Contracts Contract Processing Contract Processing Studies Renewal Budgets Secure Systems Logout

Contract Processing Function / Contract Selection Function Detail

**Function/Contract Selection**

**Contract(s) and/or Stage(s):**

Select	Contract #	Stage	Expiration Date at Contract/Stage Expiration	Original Contract Effective Date Prior to October 1981?
<input checked="" type="checkbox"/>	FL29L000198	N/A	09/30/2010	N
<input checked="" type="checkbox"/>	FL29M000062	N/A	09/30/2010	N

Combine Contracts and/or Stages: ☒ Yes

Surviving Contract: FL29M000062

HUD Policy:

Fiscal Year: 2011

Contract Function: MAHRA Renewal or Short-Term Renewal

Contract Action Selection: 2: Request Renewal Without Restructuring at or Below Comparable Rents

Processing Status(if applicable):

Date Owner Signed Submission: 07/30/2010

Date Owner Submission Package Initially Received: 08/02/2010

Date Complete Package Received from Owner: 10/15/2010

Is the Owner Debarred or Suspended? No

Does the Owner Have Material Violations? No

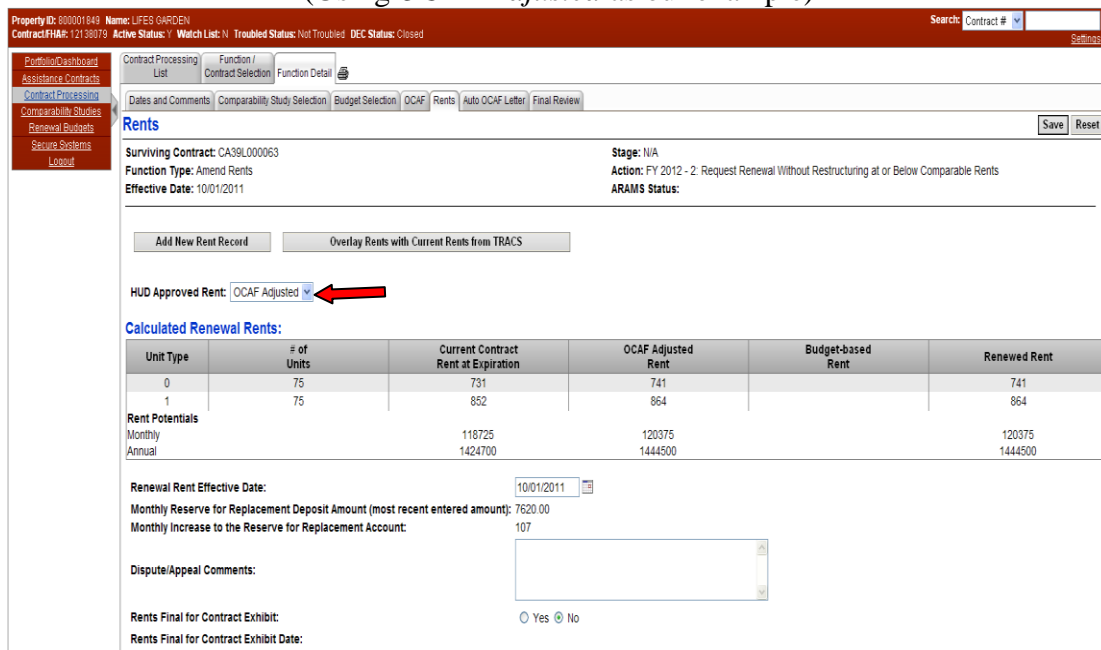
#### Contract(s) and/or Stage(s)

## ➤ Function Contract Selection

The user selects an option from the **HUD Approved Rent** drop-down box. Then the user clicks on the *unit type* and the **Calculated Renewal Rent Detail** page displays. The user changes and saves the utility allowance. The selected option will remain as the **HUD Approved Rent**. The user did not change the rent; they just changed the utility allowance.

*Note:* The HUD Approved Rents drop down selection does change if selected and the renewal rents are changed.

(Using *OCAF Adjusted* as our example)



Property ID: 000001849 Name: LIFES GARDEN  
Contract FIRM: 12138079 Active Status: Y Watch List: N Troubled Status: Not Troubled DEC Status: Closed

Search: Contract # [ ] Settings

Portfolio Dashboard  
Assessments/Contracts  
Unit Processing  
Comparability Studies  
Renewal Budgets  
Secure Systems  
Logout

Contract Processing  
List  
Function  
Contract Selection  
Function Detail

Dates and Comments  
Comparability Study Selection  
Budget Selection  
OCAF  
Rents  
Auto OCAF Letter  
Final Review

**Rents** [Save] [Reset]

Surviving Contract: CA39L000063  
Function Type: Amend Rents  
Effective Date: 10/01/2011

Stage: N/A  
Action: FY 2012 - 2: Request Renewal Without Restructuring at or Below Comparable Rents  
ARAMS Status:

Add New Rent Record  
Overlay Rents with Current Rents from TRACS

HUD Approved Rent: OCAF Adjusted

**Calculated Renewal Rents:**

Unit Type	# of Units	Current Contract Rent at Expiration	OCAF Adjusted Rent	Budget-based Rent	Renewed Rent
0	75	731	741		741
1	75	852	864		864
<b>Rent Potentials</b>					
Monthly		118725	120375		120375
Annual		1424700	1444500		1444500

Renewal Rent Effective Date: 10/01/2011

Monthly Reserve for Replacement Deposit Amount (most recent entered amount): 7620.00

Monthly Increase to the Reserve for Replacement Account: 107

Dispute/Appeal Comments: [ ]

Rents Final for Contract Exhibit: ☐ Yes ☒ No

Rents Final for Contract Exhibit Date: [ ]

## Rents

Contract Processing / List / Function / Contract Selection / Function Detail

**Calculated Renewal Rents:**

Unit Type	# of Units	Current Contract Rent at Expiration	OCAF Adjusted Rent	Budget-based Rent	Renewed Rent
0	75	731	741		741
1	75	852	864		864
<b>Rent Potentials</b>					
Monthly		118725	120375		120375
Annual		1424700	1444500		1444500

Renewal Rent Effective Date: 10/01/2011

Monthly Reserve for Replacement Deposit Amount (most recent entered amount): 7620.00

Monthly Increase to the Reserve for Replacement Account: 107

Dispute/Appeal Comments:

Rents Final for Contract Exhibit:

Rents Final for Contract Exhibit Date:

**Calculated Renewal Rent Detail**

Save Delete Reset Close

Unit Type: 0

Number of Units: 75

Current Contract Rent at Expiration: 731

Current Utility Allowance (if separate from rent): 0

OCAF Adjusted Rent: 741

Budget Based Rent: 0

Budget Based Utility Allowance (if separate from rent): 0

Energy Adjustment Amount Applied to Final Rent: 0

Renewed Rent: 741

Renewed Utility Allowance (if separate from rent): 50

Unit/Bedroom Type Description:

**Saving**

Calculated Renewal Rent Detail -- Added and Saved Utility Allowance

Contract Processing / List / Function / Contract Selection / Function Detail

Dates and Comments / Comparability Study Selection / Budget Selection / OCAF / Rents / Auto OCAF Letter / Final Review

**Rents**

Surviving Contract: CA39L000063

Function Type: Amend Rents

Effective Date: 10/01/2011

Stage: N/A

Action: FY 2012 - 2: Request Renewal Without Restructuring at or Below Comparable Rents

ARAMS Status:

Add New Rent Record Overlay Rents with Current Rents from TRACS

HUD Approved Rent: OCAF Adjusted

**Calculated Renewal Rents:**

Unit Type	# of Units	Current Contract Rent at Expiration	OCAF Adjusted Rent	Budget-based Rent	Renewed Rent
0	75	731	741		741
1	75	852	864		864
<b>Rent Potentials</b>					
Monthly		118725	120375		120375
Annual		1424700	1444500		1444500

Renewal Rent Effective Date: 10/01/2011

Monthly Reserve for Replacement Deposit Amount (most recent entered amount): 7620.00

Monthly Increase to the Reserve for Replacement Account: 107

Dispute/Appeal Comments:

Rents Final for Contract Exhibit: Yes No


Rents Final for Contract Exhibit Date:

Rents after save. The HUD Approved Rent drop down selection still displays.

➤ **Auto OCAF Letter**

• **Options 1 and 3 - Part A**

Some of the wording in **Part A** of the Auto OCAF Letter has been changed. Options 1 and Options 3 generate the **Part A** letter. A sample of the letter for Option 1 displays below with the changes highlighted:

	<b>U.S. Department of Housing and Urban Development</b> U.S. Dept. of Housing & Urban Development Providence Field Office 121 South Main Street Suite 300 Providence, Rhode Island 02903
Southlawn Palms 116 Evergreen ST PROVIDENCE, RI 02906-2548	03/19/2012
Subject: Automatic OCAF Rent Increase SOUTHLAWN PALMS APTS RI43E000003/ Rent Comparability Study Expires: 03/24/2013	
Dear Owner/ Mortgagor:	
<p>SOUTHLAWN PALMS APTS is in a multi-year Housing Assistance Payments Contract and, as such, is eligible for an automatic <b>OCAF</b> rent increase to become effective 01/16/2012. The rent increase factor is 1.011. The debt service amount used in the calculation of new rents is \$0.00.</p> <p>Should you elect this rent increase, the new rents for SOUTHLAWN PALMS APTS will be as indicated on the attached Exhibit A. Complete, execute, and return three (3) forms HUD-92458 Rent Schedule Low Rent Housing to your HUD/PBCA within 10 days of receipt of this package.</p> <p>Indicate below which rent increase option <b>you are requesting be applied</b> in the upcoming contract year. Complete the Project information section that follows, and return this Notice and any attachments to your HUD/PBCA within 10 days of receipt of this package (<b>check one</b>).</p> <p><input type="checkbox"/> I elect to receive the attached automatic <b>OCAF</b> rent increase.</p> <p><input type="checkbox"/> I elect to receive the attached automatic <b>OCAF</b> rent increase, and am submitting a Utility Analysis and recommendation for a change to the Utility Allowances. Supporting documentation is enclosed.</p> <p><input type="checkbox"/> I request a <b>zero</b> budget-based rent adjustment in lieu of the OCAF adjustment and understand that this will result in renewed funding at current rents. I further understand that the OCAF adjustment for this year may not be recouped retroactively in the future. If applicable, I am submitting a Utility Analysis and recommendation for a change to the Utility Allowances. My signature on this letter certifies that I have reviewed the project's income and expenses and they are at levels that will enable me to continue to provide decent, safe and sanitary housing. (<b>Not available for Option 3</b>)</p>	
Attachment Amend Rents Auto OCAF Part A	form HUD-9626 (02/2009)

**Part A – page 1**



☐ Other: \_\_\_\_\_

Attachment

form HUD-9626 (02/2009)

Amend Rents Auto OCAF Part A

**Part A – page 2**

I (We) hereby **certify** that the debt service amount of \$0.00 and the non-section 8 rent potential amount of \$0.00 are true, accurate and complete to the best of my (our) knowledge and belief.

Project Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Should you have any questions, please contact our office. It is very important that you send your response to the attention of \_\_\_\_\_**

Sincerely,

Laura Moore  
Project Manager

OMB Control #2502-0587  
Exp. (10/31/2012)

Public reporting burden for this collection of information is estimated to average 1 hour. This includes the time for collecting, reviewing, and reporting the data. The information is being collected for purposes of determining rent adjustments and will be used for estimating new rents. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number. No confidentiality is assured.

Privacy Act Notice: The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in the form by virtue of Title 12, United States Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. While no assurance of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information Act request.


Attachment

form HUD-9626 (02/2009)

**Part A - page 3**

- **Options 2 and 4 - Part B**

The wording in **Part B** of the Auto OCAF Letter has been changed. A Budget Base increase displays as one of the changes on the **Part B** letter. Options 2 and Option 4 generate the **Part B** letter. A sample of the letter for Option 2 displays below with the changes highlighted:

	<b>U.S. Department of Housing and Urban Development</b> U.S. Dept. of Housing & Urban Development Providence Field Office 121 South Main Street Suite 300 Providence, Rhode Island 02903
The GMG Group Limited Partnership 286 Sage Trail North Kingstown, RI 02852	03/19/2012
Subject: Automatic OCAF Rent Increase STILLWATER APARTMENTS RI43H023097/01698091 Rent Comparability Study Expires: 02/25/2016	
Dear Owner/ Mortgagor:	
STILLWATER APARTMENTS is in a multi-year Housing Assistance Payments Contract and, as such, is eligible for an automatic <b>OCAF</b> rent increase to become effective 07/01/2011. The rent increase factor is 1.010. The debt service amount used in the calculation of new rents is \$11,491.88.	
Should you elect this rent increase, the new rents for STILLWATER APARTMENTS will be as indicated on the attached Exhibit A. Complete, execute, and return three (3) forms HUD-92458 Rent Schedule Low Rent Housing to your HUD/PBCA within 10 days of receipt of this package.	
Indicate below which rent increase option <b>you are requesting be applied</b> in the upcoming contract year. Complete the Project information section that follows, and return this Notice and any attachments to your HUD/PBCA within 10 days of receipt of this package ( <b>check one</b> ).	
<input type="checkbox"/> I elect to receive the attached automatic <b>OCAF</b> rent increase.	
<input type="checkbox"/> I elect to receive the attached automatic <b>OCAF</b> rent increase, and am submitting a Utility Analysis and recommendation for a change to the Utility Allowances. Supporting documentation is enclosed.	
<input type="checkbox"/> I <b>request a zero</b> budget-based rent adjustment in lieu of the OCAF adjustment and understand that this will result in renewed funding at current rents. I further understand that the OCAF adjustment for this year may not be recouped retroactively in the future. If applicable, I am submitting a Utility Analysis and recommendation for a change to the Utility Allowances. My signature on this letter certifies that I have reviewed the project's income and expenses and they are at levels that will enable me to continue to provide decent, safe and sanitary housing.	
Attachment Amend Rents Auto OCAF Part B	form HUD-9627 (02/2009)

Part B - page 1

☐ I request a Budget Based Rent Increase for the upcoming contract year. The required documentation for this rent increase is enclosed. If applicable, I am submitting a Utility Analysis and recommendation for a change to the Utility Allowances.

☐ Other: \_\_\_\_\_

Attachment

form HUD-9627 (02/2009)

Amend Rents Auto OCAF Part B

**Part B – page 2**

I (We) hereby **certify** that the debt service amount of \$11,491.88 and the non-section 8 rent potential amount of \$0.00 are true, accurate and complete to the best of my (our) knowledge and belief.

Project Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Should you have any questions, please contact our office. It is very important that you send your response to the attention of \_\_\_\_\_**

Sincerely,

Lawrence Morris  
Property Manager

OMB Control #2502-0587  
Exp. (10/31/2012)

Public reporting burden for this collection of information is estimated to average 1 hour. This includes the time for collecting, reviewing, and reporting the data. The information is being collected for purposes of determining rent adjustments and will be used for estimating new rents. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number. No confidentiality is assured.

Privacy Act Notice: The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in the form by virtue of Title 12, United States Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. While no assurance of confidentiality is pledged to respondents, HUD generally discloses this data only in response to a Freedom of Information Act request.

Attachment

form HUD-9627 (02/2009)

Amend Rents Auto OCAF Part B

**Part B - page 3**